



DATE: October 24, 2016

MEMO TO: All Employees

FROM: Ann Elliott, Manager
Human Resources Department
Employee Benefits Services Unit

SUBJECT: *Open Enrollment Period Ending October 28, 2016*

The Open Enrollment Period for Plan Year 2016 began, Monday October 10, 2016 at 8:00 AM and ends Friday October 28, 2016 at 5:00 PM.

This is the last week to change your elections for Plan Year 2017.

As always, the elections you make during Open Enrollment are for the full Plan Year. You will not be permitted to drop/add coverage or make mid-year changes unless you experience a "Qualifying Life Event" such as a marriage, divorce or birth of a child. (See the Open Enrollment Guide for a complete list of Qualifying Events.)

Carefully review the information provided. **If you do not make a change to your medical and dental elections, you will retain the same elections as they appear on your 2016 Benefit Statement.**

You must re-enroll in the Health Care Spending Account and Dependent Care Assistance Program each year.

Please remember, all original Open Enrollment Change forms must be received by the Human Resources, Employee Benefits Services Unit on or before 5:00 PM on Friday October 28, 2016. Exceptions cannot be granted.

Should you have any questions regarding Open Enrollment, please contact the Human Resources Department, Employee Benefits Services Unit.

- At 651 Pine Street, Fifth Floor – Monday through Friday between 8 AM and 5 PM
- By e-mailing your request to: Benefits@hrd.cccounty.us
- Or by calling (925)335-1746.